SplashData

SplashMoney for Windows Mobile Version 4

User Guide

for

SplashMoney for Windows Mobile, Standard Edition

(Applies to WM5 Smartphone, WM6 Standard Devices)

Version 4

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SplashData is privately held and based in Silicon Valley, California, USA.

SplashData provides productivity software for Windows Mobile, Palm OS/Treo, Blackberry and Symbian. SplashMoney is one of the individual components of SplashWallet: a flagship product of SplashData.

About this guide

This user guide explains the installation procedure and the usage of SplashMoney application on a smartphone. The user guide provides the procedures and the guidelines to carry various accounting and transaction activities such as,

- Manage, monitor and analyze accounts.
- Record checking, savings, credit card and cash transactions.
- Generate reports, budgets and charts.
- Manage accounts by connecting online, and downloading transactions directly to SplashMoney.
- Synchronize data between the powered handheld version and the desktop version.
- Transfer data to Quicken, Microsoft Money or spreadsheet.

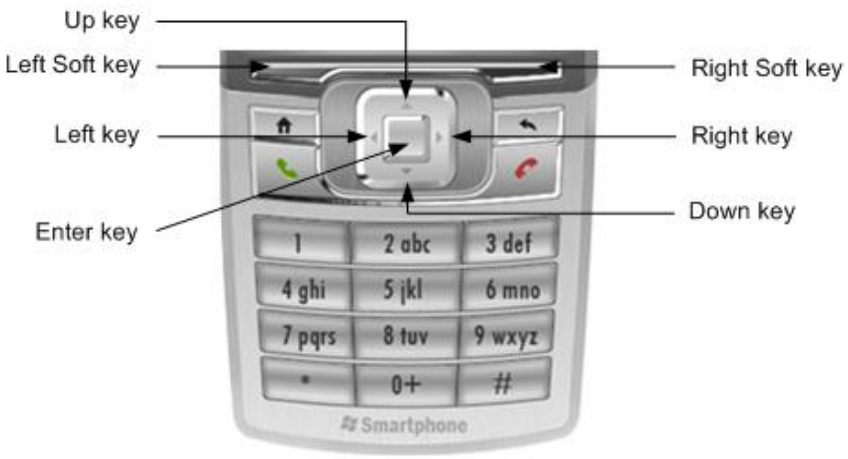
The key assignments, the conventions and the acronyms used in this guide are explained below.

Key Assignments

Smartphone has navigation keys to perform the function of Up, Down, Left, Right and Enter. It also has Left Soft Key (LSK) and Right Soft Key (RSK) that activate the assigned control in the displayed screen.

The functionalities of the keys are listed below:

- **Up key**- Scrolls to the previous item in the Menu.
- **Down key**- Scrolls to the next item in the Menu.
- **Left key**- Scrolls to the previous item in a field.
- **Right key**- Scrolls to the next item in a field.
- **Enter key**- Selects the highlighted option.
- **Left Soft Key (LSK) -** Performs the function displayed in the bottom left corner of the screen.
- **Right Soft Key (RSK) -** Performs the function displayed in the bottom right corner of the screen.



Conventions

Convention	Description	Information
☞	Information icon	Provides additional information.
Bold	Typeface	Identifies buttons, field names and dialog box names.
Italics	Typeface	Identifies the URL and variable elements.

Acronyms and Abbreviations

Acronyms and Abbreviations	Expansion
QIF	Quicken format
OFX	Open Financial Exchange
CSV	Comma Separated Values
RAPI	Remote Application Programming Interface

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1 Introduction

The SplashMoney application is a personal finance manager and is a flagship product of SplashData. SplashMoney is a standalone application. It functions independently without depending on any other software application.

The application tracks accounts for expenditures and balances. You can generate reports and budgets to analyze the banking activities. SplashMoney also supports a desktop version. The SplashMoney application synchronizes the various banking activities between Windows Mobile and Windows Desktop using the ActiveSync.

☞ The Windows Desktop version of SplashMoney is supported only on – Windows 2000, Windows XP and Windows Vista.

1.1 Overview of SplashMoney on Windows Mobile

SplashMoney application is used on Windows Mobile 6.0 (and 5.0) powered handhelds and Windows Desktop. The desktop software enables easy viewing, editing and synchronizing of the SplashMoney data with the handheld.

The SplashMoney application helps in the following ways:

- Minimizes the effort to manage accounts and its transactions.
- Helps to track accounts' balances.
- Creates custom accounts and tracks individual account transactions.
- Records savings and cash transactions.
- Reconciles bank statements.
- Records schedules for transactions and generates reminders.
- Downloads accounts data from online banks.

1.2 Requirements

SplashMoney application is an automated financial tool for personal account management.

Pre-requisites:

- Install ActiveSync in the Windows Mobile. ActiveSync is required to synchronize the desktop application with the handheld. RAPI is an alternative to the standard ActiveSync interface.
- A valid active data connection (over GPRS or WiFi) is required for online bank connection. If it is not available, then the SplashMoney application initiates a data connection by invoking the connection manager in the Windows Mobile platform.
- SplashMoney establishes online connection with banks that support OFX Direct Connect technology.

1.3 Installation

The SplashMoney application setup runs successfully on Windows 2000, Windows XP, and Windows Vista. Download the SplashMoney application from the SplashData website (*www.splashdata.com*).

1.3.1 Installing SplashMoney on Windows Mobile

To install the SplashMoney application on the desktop and on Windows mobile:

Step 1

Run the *setup.exe* file on the desktop. Click on **Next** and follow the setup wizard.

SplashMoney Desktop WinMobile
Welcome to the SplashMoney Desktop WinMobile Setup Wizard
The installer will guide you through the steps required to install SplashMoney Desktop WinMobile on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

Figure 1 SplashMoney Desktop WinMobile Wizard

The setup wizard then prompts a message to install the SplashMoney application on the Windows mobile, when connected.

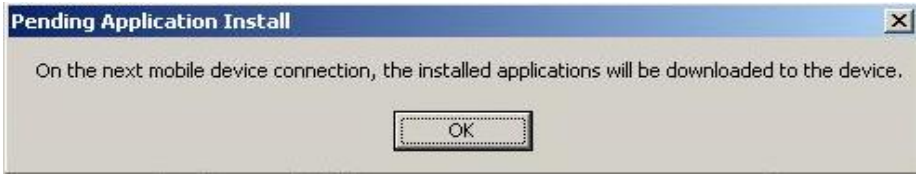

Pending Application Install
On the next mobile device connection, the installed applications will be downloaded to the device.
OK

Figure 2 Pending Application Install prompt

Step 2

Click on **OK** and follow the setup wizard. Click on **Finish** in the setup wizard, to complete the installation on the desktop. The SplashMoney application on Windows Desktop is now installed.

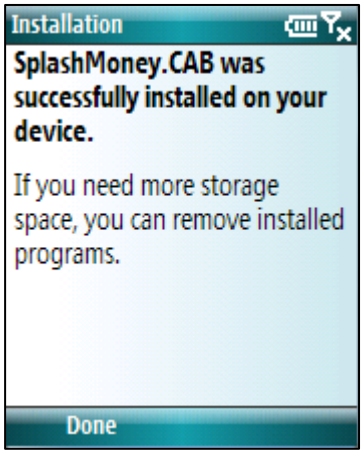
Step 3

Connect your smartphone to the PC with a USB cable. The SplashMoney.CAB file then runs on the smartphone. The following message appears on the desktop. Click on **OK** to complete the installation on the Windows Mobile.

Application Downloading Complete
Please check your mobile device screen to see if additional steps are necessary to complete this installation.
OK

Figure 3 Application Downloading Complete prompt

Step 4


Installation
SplashMoney.CAB was successfully installed on your device.
If you need more storage space, you can remove installed programs.
Done

In smartphone, press **Done** to continue.

Figure 4 Installing SplashMoney on Windows Mobile

Step 5

The **Synchronization Setup Wizard** opens simultaneously on the desktop when installing the SplashMoney application on Windows Mobile. Follow the **Synchronization Setup Wizard** to establish the partnership between the SplashMoney application on Windows Desktop and Windows Mobile. The **Microsoft ActiveSync** screen shows the connection status.

> ☞ Follow the **Synchronization Setup Wizard** only after installing the SplashMoney application on the Windows Mobile.

To synchronize the data between the handheld and desktop, refer to section 4.4SplashMoney synchronization settings.

1.3.2 Launching the SplashMoney Application

To launch SplashMoney application on Windows Mobile:

1. Press **LSK** (**Start**).
2. Select the SplashMoney icon

and press **Enter**. The SplashMoney application opens the **Accounts Summary** screen. The Account Summary screen is the startup window of the SplashMoney application.

> ☞ If you cannot see SplashMoney icon, then press **LSK** (**More**).

1.3.3 Registration

To register for SplashMoney application:

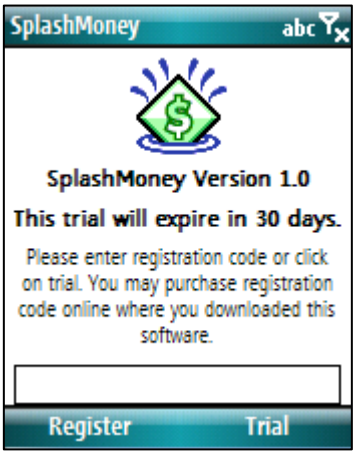

SplashMoney
abc
SplashMoney Version 1.0
This trial will expire in 30 days.
Please enter registration code or click on trial. You may purchase registration code online where you downloaded this software.
Register
Trial

Figure 5 Registering SplashMoney

1. Launch the SplashMoney application on Windows Mobile. The **SplashMoney** screen appears.
2. Enter the code provided by SplashData in the text box and press **Register.** The handheld displays a message if an invalid code is entered in the text box.
3. Press **Trial** to select the trial version. The trial version expires after 30 days. The trial version cannot be reused after the period of expiry.

1.3.4 Security options

The data in the SplashMoney application is secured by setting a password to open the application on the handheld.

To set the password:

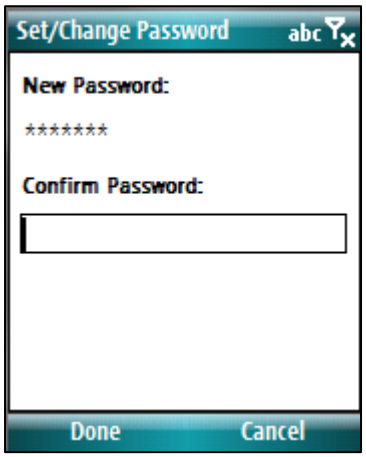


Figure 6 Setting Password

1. Press **RSK** (**Menu)** in the **Accounts Summary** screen**.**
2. Navigate to **Settings.**
3. Select **Set Password** from the **settings** list and press **Enter.**
   The **Set/Change Password** screen appears.
4. Enter the password.
5. Press **LSK (Done).**

To set the security options:

1. Press **RSK** (**Menu)** in the **Accounts Summary** screen**.**
2. Navigate to **Settings.**
3. Select **Security Options** from the **settings** list and press **Enter.**
   The **Security Options** screen appears.
4. Select an option from the **Lock On Exit or Poweroff** list.
   SplashMoney auto-locks depending on the time period you select.
5. Press **LSK (OK).**

☞ You can also lock the application by selecting **Lock Now** option from the **RSK** (**Menu**) in the Accounts Summary screen.

☞ The next time when you launch the SplashMoney application, the application prompts a message to enter the password.

2 Quick Start Guide

The Quick Start Guide explains in brief, the SplashMoney application on Windows Mobile.

To launch SplashMoney application on Windows Mobile, refer to section 1.3.2 Launching SplashMoney.

The Account Summary screen is the startup window of the SplashMoney application. From this screen you can create a new account by pressing the **LSK** (**NEW**). You can navigate through the menu options and perform operations on the accounts such as edit, transfer, go online, and view reports and budgets.

There is one more main interface called Accounts Register screen where you can create and edit transactions. In the **Account Register** screen, press **RSK** (**Options**) to create a new transaction. You can navigate through the **RSK** (**Options**) to perform operations on transactions such as edit, reconcile, adjust ending balance and purging. SplashMoney gives secure password protection and allows you to import or export transactions to Quicken and MS Money.

Online banking, budget planning, report generating, reconciling and other operations are available on both the platforms. You can enter data in both the Windows Mobile and the Windows Desktop, and synchronize the information between the two applications.

3 Accounts

SplashMoney supports an unlimited number of checking, savings, credit card and cash accounts. The application provides an extremely good user interface where you can easily manage your bank accounts and its transactions.

3.1 Interface settings

The **Account Summary** screen is the startup window of the SplashMoney application.

The Accounts Summary interface setup:

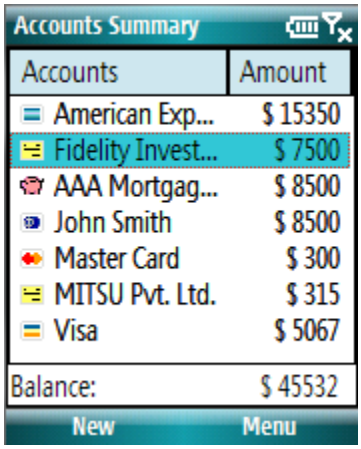


Figure 7 Accounts Summary screen

- The default accounts and the user created accounts are listed in the **Account summary** screen with the individual net balance.
- The net total of all the accounts is given towards the end of the screen. You can view the net balance amount or the net cleared amount by selecting **Balance** or **Cleared** from the **Balance Types** option of the **RSK** (**Menu)**.

☞ Transactions that are not cleared, show accounts with a debit tally and display the net amount in red with a negative (-) prefix added to the amount.

3.1.1 Font settings

To set the fonts in the **Accounts Summary** screen for the list of accounts:

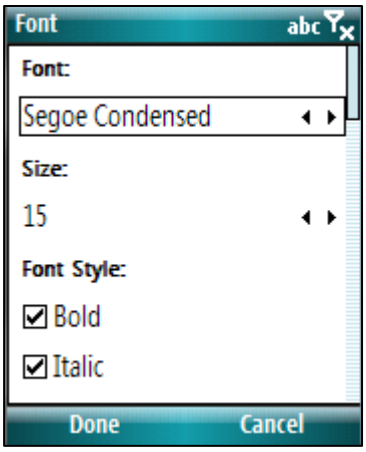


Figure 8 Setting Fonts

1. Press **RSK** (**Menu).**
2. Navigate to **Settings**.
3. From the **settings** list, select **Font** and press **Enter**.
   The **Font** screen appears.
4. Select the font face from the list in the **Font** field.
5. Select the size of the font from the list in the **Size** field.
6. Enable the required options in the **Font Style** field.
7. Press **Done (RSK).**

3.1.2 Accounts Register view settings

To open the **Accounts Register** screen, select any one of the accounts from the Accounts Summary screen and press **Enter**. The corresponding accounts screen appears with the details of the **Payee** and the **Amount**.

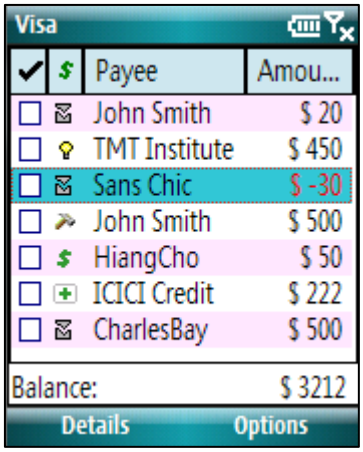


Figure 9a Account Register screen

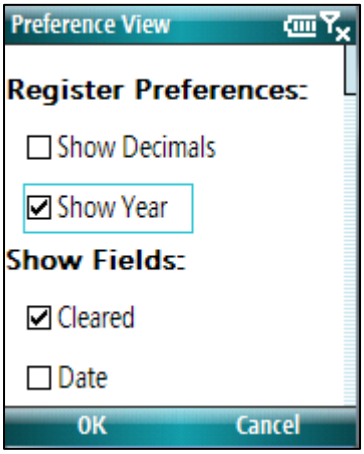


Figure 9b Interface settings for Account Register screen

To set the register view preferences:

1. In the **Accounts Register** screen, select **Settings** from the **Options** menu**.**
2. Navigate to **Preferences** and press **Enter**.
3. Enable the required display settings to view the fields in the **Accounts Register** screen.
4. Press **LSK (OK)**.

The **Accounts Register** screen is the main interface of an account and allows the user to perform a host of operations.

3.1.3 Settings for currency display

SplashMoney supports the feature to track accounts and transactions in various international currencies. The currency view setting displays a list of existing currencies along with the individual conversion rate with respect to the base currency.

To open **Edit Currencies** screen:

1. Press **RSK** (**Menu**) in the **Accounts Summary** screen. In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **List.**
3. From the **List** options, select **Edit Currencies**. The **Edit Currencies** screen appears**.**

To add a currency to the existing list:

1. In the **Edit Currencies** screen, select **RSK** (**Menu).**
2. Navigate to **New a**nd press **Enter**. The **Edit Currency** screen is displayed.
3. Enter the currency symbol in the **Symbol** field.

4. Enter the conversion rate in the **Conversion** field
5. Press **Done** to enter the new currency in the existing list of currencies, along with the conversion rate.
6. Select the required currency as base with the conversion rate of 1.0.

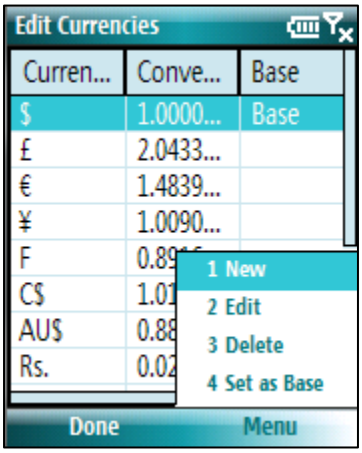


Figure 10 Currency settings

HOW TO CALCULATE THE CONVERSION RATE?

The conversion rate is relative to the base currency.

For example:

The base currency is dollar ($) and the requirement is to enter the conversion rate for the Euro (E). If the rate of conversion is 0.67390 Euros to the Dollar, then the conversion rate is calculated by dividing 1 Dollar by 0.67390 Euros (1/0.67390). Then the resultant conversion rate is 1.48391.

7. To assign the base currency, select any one of the existing currency from the list.
8. Press **RSK** (**Menu**).
9. Navigate to **Set as Base** and press **Yes** to set the base currency.
10. Press the **Edit** menu option to make changes to the existing currency.
11. To remove an existing currency type, select the currency from the list and press **Delete** from the **Menu** option. Each time the base currency is changed, the conversion rates are automatically updated for all other existing currencies with respect to the newly selected base currency.

☞ Update the conversion rates periodically on par with the changing conversion rates.

3.2 Accounting features

The SplashMoney application allows the user to create and edit accounts. SplashMoney supports the following account types:

- Checking - for tracking checking accounts
- Savings - for tracking savings accounts
- Credit - for tracking credit card accounts
- Cash - for tracking your cash expenditures
- Asset - for tracking assets such as Home Equity, Vehicles or Retirement Accounts
- Liability - for tracking liabilities like Mortgages and Auto loans
- Money Market - for tracking your money market accounts
- Line of Credit - for tracking your line of credit accounts

3.2.1 Creating an account

To create a new account in SplashMoney:

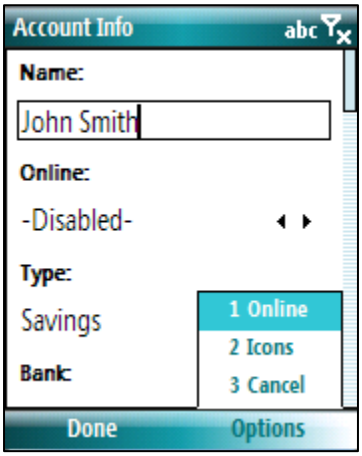


Figure 11 Creating an account

1. Press **LSK** (**New)** in the **Accounts Summary** screen**.** The **Account Info** screen appears.
2. Enter the name of the new account in the **Name** field.
3. Select the **Online** selector to enable (Refer to 3.1.2 Setting online mode) or disable online banking facility.
4. Select the required type from the list of available banking accounts in the **Type** field.
5. Enter the name of the bank if the **Online** link is disabled in the **Bank** field.
   The account number is filled automatically in online banking.
6. Enter the bank account number in the **Account #** field.
   The name of the bank is filled automatically in online banking.
7. Enter the beginning balance in the **Beginning Balance** field.
   Enter the beginning balance for Credit and Liability accounts as a negative amount.
8. Select the currency type used for the account in the **Currency** field
9. Customize the icon for the new account using the **Icons** option in the **Options** menu.
10. Press **Done**.
11. Enable the **Include in Account View Total** field to view the total account in the **Accounts Summary** screen**.**

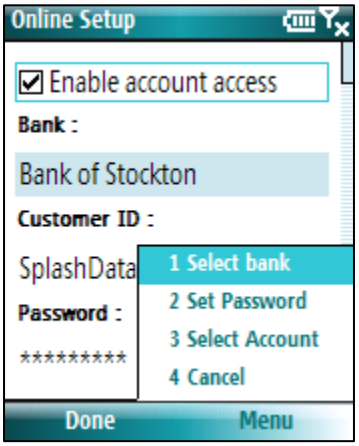
- ☞ You must enter the beginning balance for Credit and Liability accounts as a negative amount.
- ☞ To create an account in the **Accounts Register** screen,

Select any account in the **Accounts Summary** screen and press **Enter.** The corresponding accounts' screen appears. Navigate to **Account** from the **Options** menu. From the **Account** list, select **Account Info** and press **Enter.** The **Accounts Info** screen appears where you can add a new account.

3.2.2 Setting the Online mode

Open Account Info screen to set up online mode:

1. Select the **Enabled** option in the **Online** field.
2. Navigate to **Online** from the **Options** menu and press **Enter**. The **Online Setup** screen appears.



3. Check the **Enable account access** (if not checked before) for access to online accounts information.
4. Navigate to **Select bank** from the **Menu** option and press **Enter**. Enter the name of the bank in the **Bank** field. If the bank is supported online, then the bank name appears in the list. Then, select the bank name from the displayed list.
5. Press **Done** to enter the details in the **Online Setup** screen.

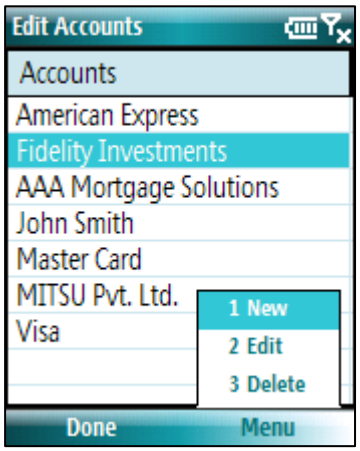
Figure 12 Setting online connection

6. Enter the online banking customer ID provided by the bank in the **Customer ID** field.
7. Select the **Set Password** option from the **Menu**. Enter the online banking password provided by the bank in the **Password** field.
8. Select the **Select Account** option from the **Menu**. Select the account type from the displayed list in the **Edit Account** screen. In the **Edit Account** screen enter the details of **Account number** and **Routing number** in the respective fields. Press **Done**.
9. Press **Done** to complete the online setup.
   Once you have set up an account for online access, you can click the **Go Online** option to download recently cleared transactions from your bank directly into your SplashMoney register.
10. Open the **Accounts Summary** screen to connect an account to the existing bank and do one of the following,
    - Select **Go Online** from the **Accounts** option in the **RSK** (**Menu)**.
    - Select **Go Online** from the **Account** option in the **RSK** (**Options**).

- ☞ SplashMoney application on Windows Mobile connects to a bank only with a wireless enabled device and a valid GPRS enabled account.
- ☞ The list of banks which support online service using direct connect is present on the OFX server. It is modified only by the OFX server administrator after prior permissions from the corresponding bank.

3.2.3 Editing accounts

To edit the details of an existing account:



1. In the **Accounts Summary** screen, press **RSK** (**Menu).**
2. Navigate to **Accounts.**
3. From the **Accounts** list, select **Edit Accounts** and press **Enter**. The **Edit Accounts** screen appears.
4. To create a new account, select **New** from the **Menu** options and press **Enter**. The Account Info screen appears to create an account.
5. To edit an account, select an account and navigate to **Edit** from the **Menu** options.
6. Press **Enter**. The **Account Info** screen appears to edit an account.

Figure 13 Editing an account

7. Edit the details and press **Done** to return to the Edit Accounts screen.
8. Press **Done** to complete the process or select another accounts name and repeat the procedure.

- ☞ To edit an account in the **Accounts Register** screen*:*

In the **Accounts Summary** screen, select any account and press **Enter.** The **Accounts Register** screen appears. Navigate to **Account** from the **RSK (Options)**. From the **Account** list, select **Account Info** and press **Enter.** The **Accounts Info** screen appears where you can edit the created account.

3.2.4 Transferring funds

Open **Accounts Summary** screen to transfer funds from one account to another:

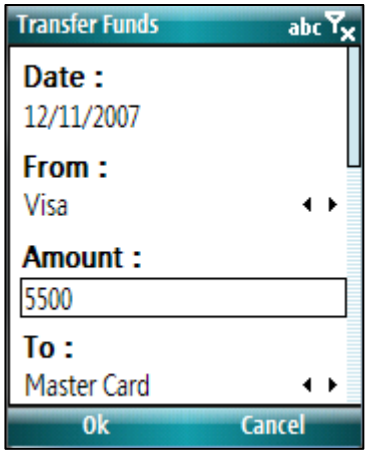


Figure 14 Transferring funds

1. Press **RSK** (**Menu).**
2. Navigate to **Accounts.**
3. Select **Transfer** from the **Accounts** list and press **Enter**. The **Transfer Accounts** screen appears.
4. Enter the date of the transaction in the **Date** field.
5. In the **From** field, select the account from which the fund has to be transferred.
6. Enter the amount in the **Amount** field.
7. Select the account to which the funds has to be transferred in the **To** field.
8. Check the Cleared field to mention whether the transaction is cleared or not.
9. Press **OK** to transfer the funds.

3.3 Transaction features

SplashMoney includes several in-built transaction types such as check, deposit, withdrawal, ATM, charge, payment, ATM and EFT. The various transaction functions in SplashMoney allow the user to create and edit custom transaction types.

3.3.1 Adding a new transaction

Open **Accounts Summary** screen to add a new transaction:

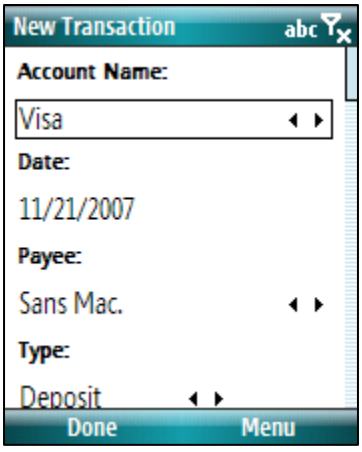


Figure 15 Adding a new transaction

1. Select an account and press **Enter**. The corresponding accounts' screen appears with the details of the **Payee** and the **Amount**.
2. Press **RSK** (**Options**).
3. Navigate to **Account**
4. Select the **New Transaction** option from the **Account** list and press **Enter.**
   The **New Transaction** screen appears.
5. Enter the date of transaction in the **Date** field.
6. Enter the payee name in the **Payee** field or select the name of the existing payee from the list by pressing **Enter**.

7. Select the type of transaction from the list (Check, Withdrawal, Deposit, ATM, etc.) in the **Type** field.
8. Enter the amount of transaction in the **Amount** field.
9. Select the category from the list (Auto: Fuel, Auto: Insurance, Clothing, etc.) in the **category** field.
10. Select the class from the list (Business or Personal) in the **Class** field.
11. Enter an additional note for the transaction in the **Memo** field.
12. Select the state as Uncleared, Cleared, Reconciled or Void in the **State** field.

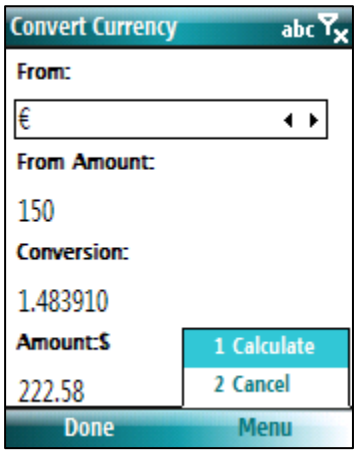
Uncleared	If the transaction is yet to clear the bank.
Cleared	If the transaction is cleared the bank.
Reconciled	If the transaction is verified.
Void	Disallow the transaction.

13. Press **Done**.

☞ The amount in the **Amount** field is recorded in a default home currency known as the base currency. A foreign currency and its exchange rate, is entered in the **Amount field** by using the Currency Converter option.

3.3.1.1 Converting currency

To calculate the currency rate with respect to the base currency:



1. Press **RSK** (**Menu)** in the Edit Transaction screen or in the New Transaction screen**.**
2. Navigate to **Convert Currency**. The **Convert Currency** screen appears.
3. Select the currency symbol from the list in the **From** field.
4. The conversion rate of the currency selected in the **From** field with respect to the currency of the account, is automatically displayed in the **Conversion** field.
5. Enter the amount to be converted in the **Amount** field.

Figure 16 Converting currency

6. Select **Calculate** from the menu options to calculate and display the converted amount in the **Amount** field.
7. Press **Done**.

☞ Update the conversion rate field periodically on par with the changing conversion rates in the Edit currencies screen. This is used for future transactions and no previous transactions reflect this new rate.

3.3.1.2 Splitting a transaction

To split a transaction amount:

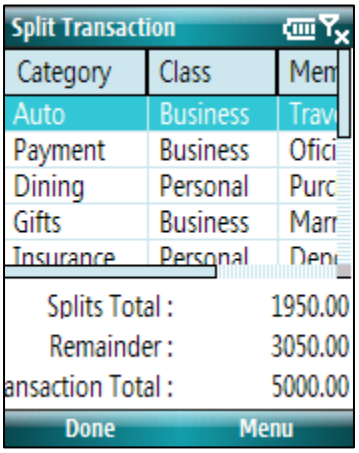


Figure 17 Transaction splitting

1. Go to **New Transaction** (Refer 3.3.1 Adding a new transaction) or **Edit Transaction** (Refer 3.3.2 Editing a transaction) screen.
2. Select **--Split—** from the **Category** field. The **Split Transaction** screen appears.
3. Select a row entry to edit a split item and select **Edit** from the **Menu** options and press **Enter.** The **Split Transaction – Edit** screen appears. Enter the details in the given fields.
4. Press **Done** to display the details in the **Split Transaction** screen.
5. Select **Clear** from the **Menu** options to clear the split details**.**
6. Select **Adjust** from the **Menu** options, if the **Remainder** displays a negative value.
7. Press **Done** after entering all the details.

3.3.1.3 Creating, editing and deleting a transaction type

To create a new transaction type:

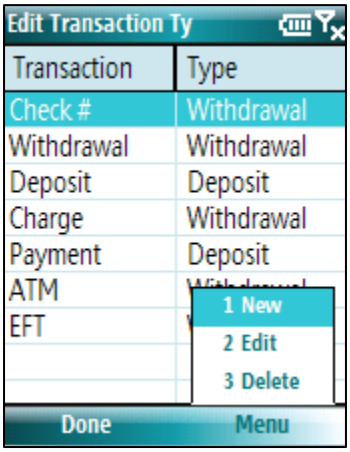


Figure 18 Creating or editing a transaction type

1. Press **RSK** (**Menu**) in the **Account Summary** screen. In the **Account Register** screen, press **RSK** (**Options**).
2. Navigate to **List**.
3. Select **Edit Transaction Types** from the **List** options and press **Enter**.
   The **Edit Transaction Type** screen appears.
4. Select **New** from the **Menu** option to create a new transaction type**.**
   The **Transaction Type** screen appears.
5. Enter the name of the transaction type in the **Name** field.
6. Select the type as **Deposit** or **Withdrawal** from the list in the **Type** field.

7. Select **Edit** from the **Menu** options **Edit Transaction Type** screen to edit a transaction type or select **Delete** from the **Menu** options to delete a transaction type.
8. Press **Done**.

☞ Built-in transaction types (Withdrawal, Deposit, ATM, etc.) cannot be edited or deleted.

3.3.1.4 Editing the payee, category and class lists

To create/edit/delete the payee, the category and the class options, go to **Accounts Summary** screen or **Accounts Register** screen and follow the below steps:

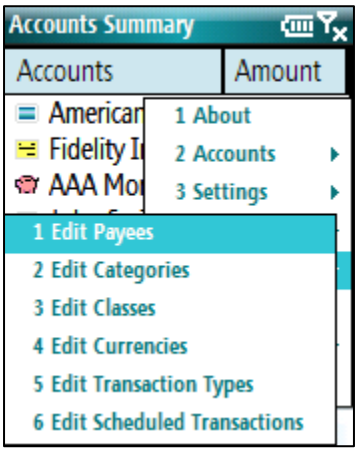


Figure 19a Editing lists

Open **Accounts Summary** screen to create/edit/delete a payee

1. Press **RSK** (**Menu**). In the **Accounts Register** screen, press **RSK** (**Options).**
2. Navigate to **List**.
3. Select **Edit Payees f**rom the **List** options and press **Enter.** The **Edit Payees** screen appears.
4. Select **New** from the **Menu** options to create a new payee. In the **Edit Payee** screen, enter the details and press **Done**.
5. Select **Edit** from the **Menu** options to edit an existing payee,. In the **Edit Payee** screen, enter the details and press **Done**.
6. Select **Delete** from the **Menu** options to delete a payee.
7. Select **Yes** to delete.

Open **Accounts Summary** screen to create/edit/delete a category

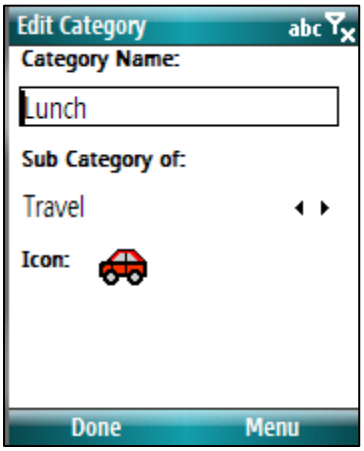


Figure 19b Creating a new category

1. Press **RSK** (**Menu**). In the **Accounts Register** screen, press **RSK** (**Options).**
2. Navigate to **List**.
3. Select **Edit Categories** from the **List** options and press **Enter**.
   The **Edit Categories** screen appears.
4. Select **New** from the **Menu** options to create new category. In the **Edit Category** screen, enter the details and press **Done**.

5. Select **Edit** from the **Menu** options to edit an existing category. In the **Edit Category** screen, enter the details and press **Done**.
6. Select **Delete** from the **Menu** options to delete a category.
7. Select **Yes** to delete.

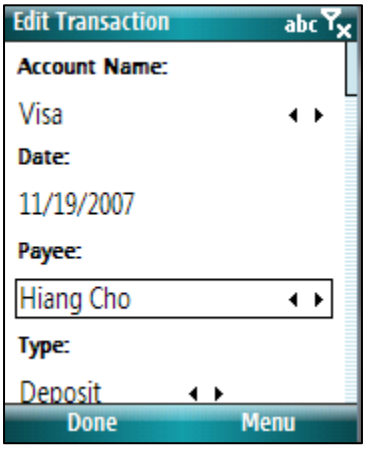
Open **Accounts Summary** screen to create/edit/delete a class

1. Press **RSK** (**Menu**). In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **List**.
3. Select **Edit Class** from the **List** options and press **Enter**. The **Edit Class** screen appears.
4. Select **New** from the **Menu** options to create a new class. In the **Edit Class** screen, enter the new class name and press **Done**.
5. Select **Edit** from the **Menu** options to edit an existing class. In the **Edit Class** screen, enter the details and press **Done**.
6. Select **Delete** from the **Menu** options to delete a class.
7. Select **Yes** to delete.

3.3.2 Editing a transaction

The **Edit Transaction** screen is similar to the **New Transaction** screen (Refer to ***Figure 15***).

Open **Accounts Summary** screen to edit an existing transaction:



1. Select a transaction and press **RSK** (**Options**).
2. Navigate to **Account**.
3. Select **Edit Transaction** from the **Account's** list and press **Enter**. The **Edit Transaction** screen appears. Edit the details in the available fields (date, type, payee, category, class, amount, memo and state). The field functions are similar to the fields in the New Transaction dialog.
4. Press **Done.**

Figure 20 Editing an existing transaction

3.3.2.1 Purging transactions

Purging a transaction removes the particular transaction from the **Accounts Register** screen and adjusts the beginning balance in accordance with the amount of purged transaction. You can purge transactions individually in the **Edit Transactions** screen, or in batches as follows:

Purge Before: As an alternative to purging all cleared or reconciled items, you may wish to keep several months worth of transactions on your handheld for your records. Using the Purge Before command you can purge transactions before a specified date. Note: Any items that are purged will be automatically cleared and your Beginning Balance will be adjusted so that the Ending Balance will remain accurate.

Purge Cleared: SplashMoney will remove the cleared transactions from your register and adjust your Beginning Balance by the total amount of the purged transactions, so that your Ending Balance will remain accurate.

Purge Reconciled: SplashMoney will remove the reconciled transactions from your register and adjust your Beginning Balance by the total amount of the purged transactions, so that your Ending Balance will remain accurate.

To purge a transaction

1. In the **Edit Transaction** screen, select **Purge Transaction** from the **Menu**.
2. Select **OK** to purge the transaction.

To purge transactions in batches

Figure 21 Purging transactions

1. Press **RSK** (**Options**) in the **Account Register** screen.
2. Navigate to **Account.**
3. Select **Purge Transactions** from the **Account's** list and press **Enter.**
   The **Purge Transactions** screen appears**.**
4. Select any one of the option (Before, Cleared, Reconciled) from the list and press **LSK** (**Purge).**
5. Select **Yes** to purge the transaction.

3.3.2.2 Deleting a transaction

The **Delete Transaction** option deletes a transaction from the application without adjusting the beginning balance amount as for a purged transaction (3.3.2.1 Purging Transactions).

> ☞ The deleting and purging of transactions are confined to SplashMoney application only. **Purge** and **Delete** option appears only when editing an existing transaction.

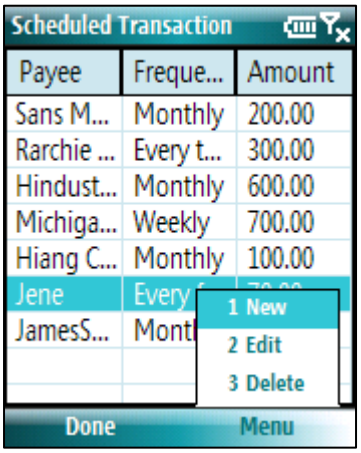
3.3.2.3 Converting Currency

The **Convert Currency** menu option function is similar to the currency conversion option in the **New Transaction:** screen (Refer to 3.3.1.1 Converting currency).

3.3.3 Creating/editing a scheduled transaction

The SplashMoney application sets up regularly occurring transactions by scheduling the transactions.

To open a scheduled transaction:



1. Press **RSK** (**Menu**) in the **Accounts Summary** screen.
2. Navigate to **List**.
3. Select **Edit Scheduled Transactions** from the **List** options and press **Enter**.
   The **Scheduled Transaction** screen appears.

Figure 22 Creating or editing a Scheduled transaction

To create a new scheduled transaction:

1. Select **New** from the **Menu** options in the **Scheduled Transaction** screen and press **Enter.**
   The **New Scheduled Transaction** screen appears.
2. Select the account from the list in the **Account** field.
3. Use the **left** or the **right** arrow key to enter the date in the **Date** field. It takes you to the Periodicity screen.
4. Select the payee name from the list or enter a payee name in the **Payee** field.
5. Select the account type from the list in the **Type** field.
6. Enter the amount in the **Amount** field.
7. Select the category from the list in the **Category** field.
8. Select the class from the list in the **Class** field.
9. Enter additional details in the **Memo** field.

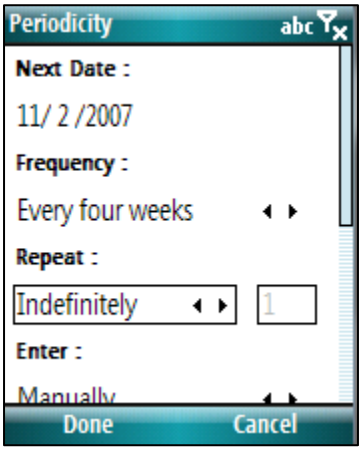
10. Press **Done.**
11. Select **Edit** from the **Menu** options to edit an existing transaction and press **Enter.** The **Edit Scheduled Transaction** screen appears. Edit the details and press **Done**.

To view the scheduled transactions that you have created,

1. Press **RSK** (**Menu) i**n the **Accounts Summary** screen.
2. Select Upcoming Transactions from the **Account's** list.

3.3.3.1 Setting the periodicity

To set the periodicity



1. Select the **Date** field in the Edit Scheduled Transaction or New Scheduled Transaction screen.
2. Use the **left** or **right** arrow key to open the **Periodicity** screen. The **Periodicity** screen appears.
3. Enter the date of the next (or first) occurrence of the scheduled transaction in the **Next Date** field.
4. Select the frequency of the transaction such as weekly, once, quarterly, and annually from the list in the **Frequency** field.

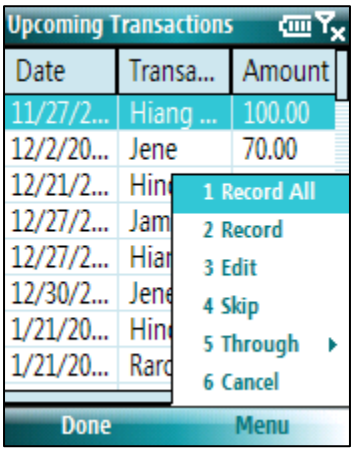
Figure 23 Setting periodicity for scheduled transaction

5. Select an option from the list in the **Repeat** field:
   - **Indefinitely**, for ongoing transactions (For example, cable TV, newspaper bills, etc.).
   - **# of times**, for specifying transactions that occur for a specified number of times. Enter the number of times in the number box.
6. Select an option from the list in the **Enter** field:
   - **Manually -** to record the transaction manually. On start up of the SplashMoney application, a reminder for the upcoming scheduled transaction pops-up. Select **OK** to view the scheduled transactions.
   - **Remind me -** a reminder to manually record a transaction periodically, even when the application is not running. Enter the number of days before the due date of the transaction (reminder period), in the number box.
7. Press **Done**

If you have one or more transactions that are due, you will be prompted to view them when you launch SplashMoney. If you select **Yes**, you will be taken to the Upcoming Transactions dialog where you can record them. If you select **Later**, you will be reminded again the next time you launch SplashMoney.

3.3.3.2 Recording the upcoming transactions

To view and record Upcoming Transactions:



1. Press **RSK** (**Menu**) in the **Accounts Summary** screen. In the **Accounts Register** screen**,** press **RSK** (**Options**).
2. Navigate to **Accounts**.
3. Select **Upcoming Transactions** from the **Accounts** list and press **Enter.** The **Upcoming Transactions** screen appears.
4. Select **Record All** from the **Menu** options, to record all transactions currently in view.
5. Select **Record**, to record only the selected transaction.

Figure 24 Recording upcoming transactions

6. Select **Edit**, to edit an upcoming transaction. If you want to edit all occurrences of the scheduled transaction you may do so in the Edit Scheduled Transactions screen.
7. Select **Skip**, to delete that specific occurrence of the scheduled transaction. Future transaction will still occur. If you want to delete all occurrences of the scheduled transaction you may do so in the Edit Scheduled Transactions screen.
8. Select an option from the **Through** list such as 1 week, 1 month and 1 year, to filter the scheduled transactions according to the time period.
9. Press **Done.**

On start up of the SplashMoney application on Windows Mobile, a reminder for the upcoming scheduled transaction pops-up based on the data you entered in the Periodicity settings (Refer to 3.3.3.1 Setting the Periodicity). Select **Done** to view the upcoming scheduled transactions. The updated accounts details are shown in the **Accounts Summary** view or the **Accounts Register** view.

☞ To edit/delete all occurrences of the scheduled transaction use the **Edit Scheduled Transactions** screen.

3.3.4 Reconciling operations

Reconciliation operation is the process of comparing the accounts balance and matching the various transactions to identify any differences between the amount in the account register and the amount in the printed bank statement.

To set up the reconcile operations:

1. Press **RSK** (**Options**) in the **Accounts Register** screen.
2. Navigate to **Account.**
3. Select **Reconcile** from the **Account** list and press **Enter.**
   The **Reconcile Setup** screen appears.

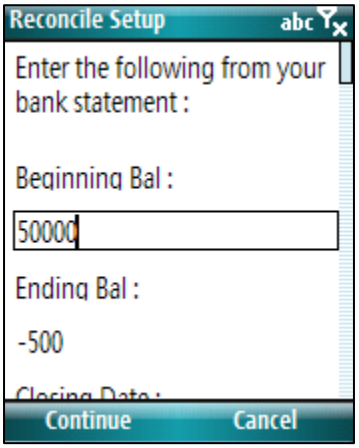


Figure 25 Reconciling operations

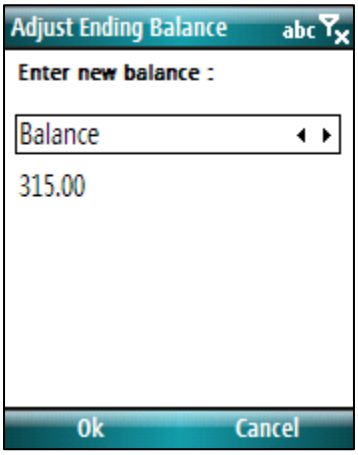
4. Enter the beginning balance (by referring to the bank statement) in the **Beginning Bal** field.
5. Enter the ending balance (by referring to the bank statement) in the **Ending Bal** field.
6. Enter the closing date in the **Closing Date** field. The closing date is used to set the last date of the expected reconcile operation.
7. Press **LSK** (**Continue).**
   The **Reconcile** screen appears. All transactions before the closing date are listed in the Reconcile screen (date, type, payee, amount, etc.). You can check the items that match the printed bank statement.
8. Select **All** from the **Menu** options to select all the items in the list.
9. Select **None** from the **Menu** options to disable all the selected items.
10. Select **Cancel** from the **Menu** options to cancel the reconcile operation and return to the register view.
11. The **Difference** field displays the difference amount.
12. Press **Done**.
    If the difference amount displayed is not equal to zero, a message pop ups mentioning the discrepancy in the balance. To resolve this discrepancy, select **Yes** in the pop-up message to create an adjustment. Then, SplashMoney creates an adjustment transaction named **Reconcile Adjust** to reconcile the accounts.

☞ In an incomplete reconcile operation, the previous state of the reconcile screen is preserved. This helps to continue the reconcile operation, when returned.

3.3.4.1 Adjusting the Ending Balance

Adjust Ending Balance is a simpler alternative to Reconciling that allows you to change your Ending Balance by entering the Ending Balance amount. SplashMoney adjusts the Beginning Balance by the appropriate amount to get the Ending Balance equal to the bank statement. This method is the quickest and the easiest way to make sure the SplashMoney register reconciles with your bank statement or a desktop application like Quicken or Microsoft Money. SplashMoney does this adjustment without providing any record of the adjustment you made to the register.

To adjust the ending balance



1. In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **Account.**
3. From the **Account** list, select **Adjust Ending Balance** and press **Enter**.
   The **Adjust Ending Balance** screen appears.

Figure 26 Adjusting the ending balance

4. In the **Enter new balance** field, select an option from the list.
   - The **Balance** option displays the total of all the cleared and the uncleared transactions.
   - The **Cleared** option displays the total of all the cleared and reconciled transactions. The printed statement of the bank matches with this total balance.

The amount entered in this field is adjusted with the beginning balance, for that particular selected account.

5. Press **LSK** (**Ok**) to adjust the ending balance.

☞ Adjusting the ending balance function is confined to the SplashMoney application only. Changes made to the ending balance does not affect the bank account balance or raise an automatic request to the bank to correct any discrepancies in the ending balance.

3.3.5 Finding a transaction

To find a transaction:

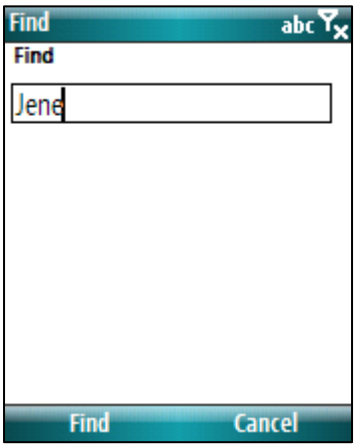


Figure 27 Finding a transaction

1. In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **Account**
3. From the **Account** list, select **Find Transactions** and press **Enter**.
   The **Find** screen appears.
4. Enter the **Payee**, **Amount** or **Memo** as search item and press **LSK** (**Find**). The detail of the particular transaction is then displayed.

To filter the transaction according to its status:

1. In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **Filter Types.** Select an option from the list (All, Reconciled, Unreconciled, Cleared, Uncleared, Downloaded and Imported) and press **Enter**.

3.3.6 Viewing the transaction details

To view the details of a particular transaction

1. Select a particular transaction in the **Accounts Register** screen and press **RSK** (**Details**). The **Transaction Details** screen appears.

3.4 Generating reports

SplashMoney for Windows Mobile allows generating reports for each account. The reports can be generated in the form of list view or chart view for easy reference.

To generate and view reports:

1. Press **RSK** (**Menu**) in the **Accounts Summary** screen. In the **Accounts Register** screen, press **RSK** (**Options**).
2. Navigate to **Accounts**.
3. From the **Accounts** list, select **Reports** and press **Enter**. The **Reports** screen appears. By default, the list view is displayed.
4. In the list view, select **Define** from the **RSK** (**Options**) to define a report. Refer to 3.4.1. Defining Reports.
5. Select **Charts** from the **RSK** (**Options**) to view the chart view.
6. Select **Preferences** from the **RSK** (**Options**) to set the display settings. Refer to 3.4.2. Setting the Report Preferences.

7. Select **Sort By** from the **RSK** (**Options**), to sort the list by payee or amount.
8. Select **Font** from the **RSK** (**Options**) to change the font settings. Refer to 3.1.1. Font Settings.
9. Select **Row Color** from the **RSK** (**Options**) to change the color of the row. The **Choose Color** screen appears. Select the color in the displayed screen and press **Done** to set the row color.
10. In the chart view, select **Incomes** from the **RSK** (**Options**), to display the transactions that have positive balance.
11. In the chart view, select **Expenses** from the **RSK** (**Options**), to display the transactions that have negative balance.

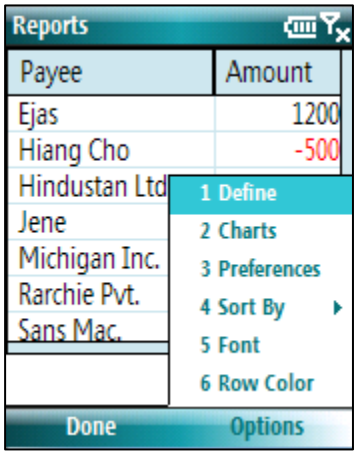


Figure 28a Reports- List view

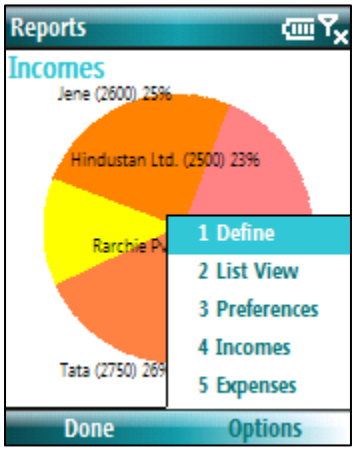


Figure 28b Reports- Chart view

☞ To view the details of a particular transaction in the list view, select an option in the list and press Enter. The Report Details screen opens with the details of the particular transaction.

3.4.1 Defining Reports

You can customize the report by specifying which accounts to include, the type of report (Payee, Category or Class), the time period, and the amounts to be displayed (Income or Expenses).

To define a report:

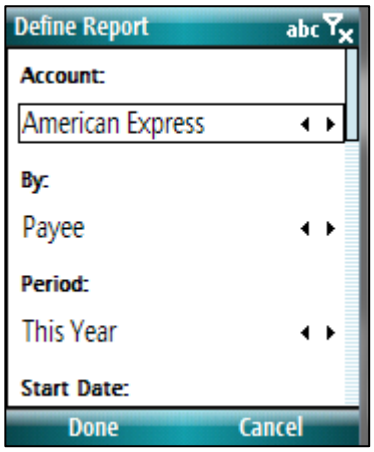


Figure 29 Defining reports

1. Press **RSK** (**Options**) in the **Reports** screen.
2. Navigate to **Define** and press **Enter**.
   The **Define Report** screen appears.
3. Select any account from the list in the **Account** field.
4. Select an option from the list in the **By** field. SplashMoney generates reports based on the option selected (as payee, category or class).
5. Select the time period to define the report in the **Period** field.
6. Select the start date and the end date in the **Start Date** and the **End Date** field,.
7. To display the transactions with empty amounts, enable the **Show Empty Items**.
8. Press **Done**.
9. To view the details of the report, select the required item in the **Reports** screen. This opens the **Reports Details** screen.
10. Press **Done**.

3.4.2 Setting the Report Preferences

To set the preferences for the report view:

1. In the **Reports** screen, press **RSK** (**Options**)
2. Navigate to **Preferences**. The **Report Preferences** screen appears.

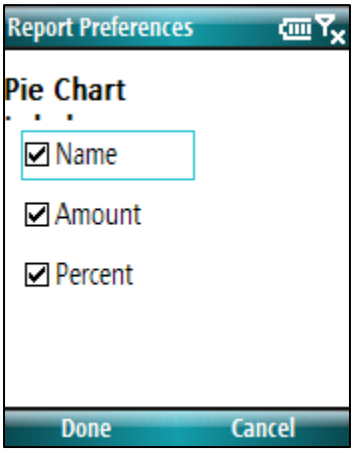


Figure 30 Setting report preferences

3. Define the details in the **Pie Chart** field.
   - To view the name of the payee, enable the **Name** check box.
   - To view the amount, enable the **Amount** check box.
   - To view the percentage, enable the **Percent** check box.
4. Press **Done**.

☞ After returning to the accounts register view, the next time when the **Reports** screen is invoked the pie chart screen directly appears. Then, select the **List View** option in the pie chart screen to open the **Reports** screen.

3.5 Planning Budgets

SplashMoney for Windows Mobile allows planning and viewing budgets.

To generate and view budgets:

1. Press **RSK** (**Menu)** in the **Accounts Summary** view**.** In the **Account Register** screen, press **RSK** (**Options**).
2. Navigate to **Accounts.**
3. From the **Accounts** list**,** select **Budgets** and press **Enter.** The **Budget** screen appears**.** By default, the **Budgets** screen displays **category**, **budget**, **actual** and **difference amount** columns.

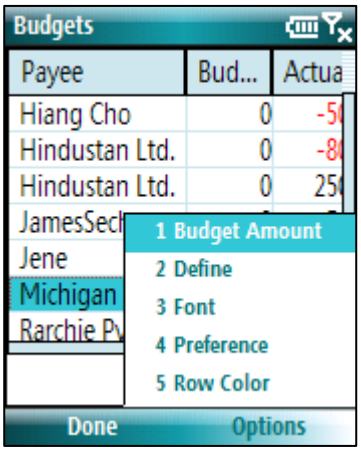


Figure 31a Planning budgets

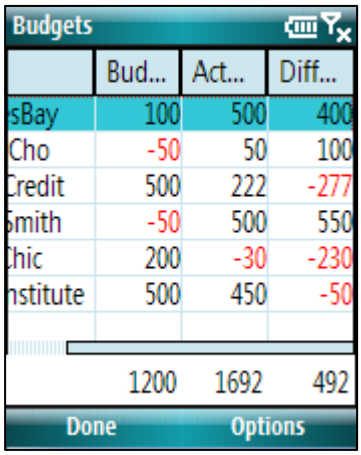


Figure 31b Planning budgets

3.5.1 Defining budgets

To define the budget:

Figure 32 Defining budgets

1. In the **Budgets** screen, press **RSK** (**Options**)
2. Navigate to **Define** and press **Enter.** The **Define Budget** screen appears.
3. In the **By** field, select an option from the list. SplashMoney generates budgets based on the option selected (as payee, category or class).
4. In the **From** field, select a time period to define the budget.
5. To display the transactions with empty amounts, enable the **Show Empty Items**.
6. Press **Done**.

7. To view the details of the budget, select the required item in the **Budgets** screen. This opens the **Budget Details** screen. Press **Done**.

3.5.2 Setting the budget preferences

To set the preferences for the budget view:

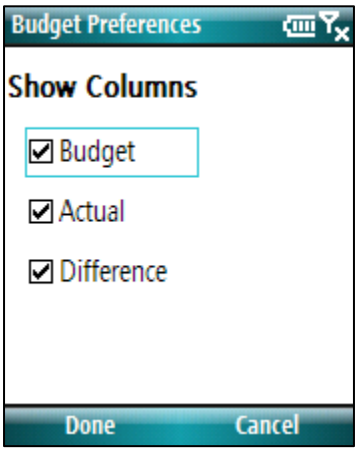


Figure 33 Budget preferences

1. Press **RSK** (**Options**) in the **Budget** screen.
2. Navigate to **Preferences** and press **Enter.** The **Budget Preferences** screen appears**.**
3. Define the details in the **Show Columns** field.
   - To view the budget amount, enable the **Budget** check box.
   - To view the actual amount of the transaction, enable the **Actual** check box.
   - To view the difference in the actual amount and the budget, enable the **Difference** check box.
4. Press **Done**.

3.5.3 Entering the budget amount

To specify the budget for each item (payee, category or class):

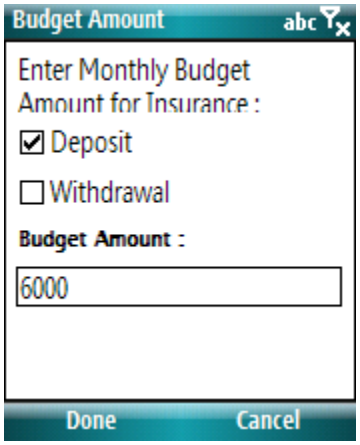


Figure 34 Entering budget amount

1. Press **RSK** (**Options**) in the **Budgets** screen.
2. Navigate to **Budget Amount** and press **Enter**.
   The **Budget Amount** screen appears.
3. Select an option (**Deposit** or **Withdrawal)** in the "**Enter Monthly Budget Amount for <Payee, Class or Category>"** field.
4. Enter the amount in the **Budget Amount** field.
5. Press **Done**.

The difference in the budget amount and the actual transaction amount is displayed in the **Difference** column of the **Budgets** screen.

☞ After returning to the accounts register view, the next time when the **Budgets** screen is invoked the budget screen that previously existed while exiting, appears.

4 Desktop Application

The SplashMoney on Windows Desktop application features are similar to the SplashMoney application on Windows Mobile.

4.1 Installation

To install the SplashMoney application on Windows Desktop,

1. Download and run the *setup.exe* file. (Refer to section 1.3.1 Installing SplashMoney)
2. The **SplashMoney Desktop WinMobile** wizard appears. Follow the steps in the wizard to complete the installation on the desktop.
3. The shortcut for the SplashMoney application is displayed on the Windows Desktop. Click on the shortcut to open the SplashMoney application.

☞ Enter the registration code or click on **Trial** in the registration screen. The trial version expires after 30 days and cannot be reused after the period of expiry.

4.2 Desktop interface

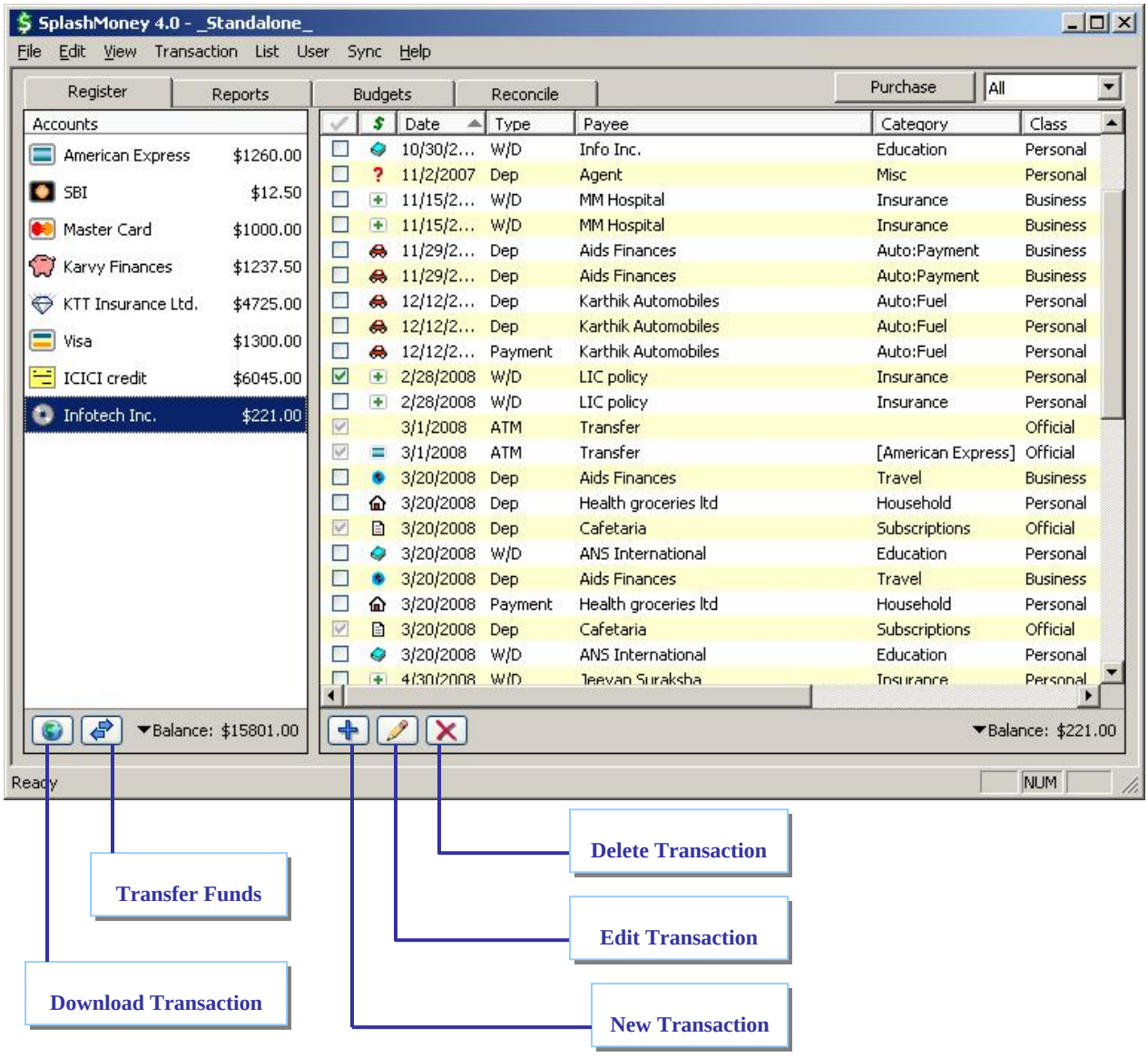


Figure 35 SplashMoney Application on Windows Desktop

4.3 Menu Options

The options available in the SplashMoney application of Windows Desktop:

4.3.1 File

Menu Options	Description
New Account…	Creates a new account.
Delete Account…	Deletes selected account.
Account Info…	Edits selected account.
Go Online…	Downloads transaction data from online bank.
Adjust Ending Balance…	Opens the **Adjust Ending Balance** dialog.
Purge Transactions…	Opens the **Purge Transactions** dialog.
Upcoming Transactions…	Opens the **Upcoming Transactions** dialog.
Set Password…	Sets password to protect the data in SplashMoney Windows Desktop version.
Import	Imports QIF, OFX, or CSV data from other applications.
Export	Exports date in QIF or CSV file formats.
Print…	Prints the displayed data.
Print Preview	Opens the preview of the document before sending to the printer.
Print Setup…	Edits the printer settings.
Exit	Quits the SplashMoney application on Windows Desktop.

4.3.2 Edit

Menu Options	Description
Cut	Cuts the selected data.
Copy	Copies the selected data.
Pastes	Pastes the cut or copied data.

Select All	Selects all the data.

4.3.3 View

Menu Options	Description
Show Columns…	Opens the **Show Columns** dialog, to select the state, icon, date, transaction type and other fields to be displayed in the window.
Row Color…	Opens the **Color** dialog, to change the row color.
Set Font…	Opens the **Font** dialog, to change the font properties.
Preferences…	Opens the **Preferences** dialog, to show or hide decimals and to set date and number format.
Status Bar	Shows or hides the **Status Bar**.

4.3.4 Transaction

Menu Options	Description
New…	Opens the **Transaction Info** dialog, for creating a new transaction.
Edit…	Opens the **Transaction Info** dialog, for editing a selected transaction.
Delete…	Deletes a selected transaction.
Transfer…	Opens the **Transfer Funds** dialog to transfer the funds between two accounts.

4.3.5 List

Menu Options	Description
Edit Payees…	Opens the **Edit Payees** dialog, to edit the name of the payee or create a new payee name.
Edit Categories…	Opens the **Edit Categories** dialog, to edit the category or create a new category.

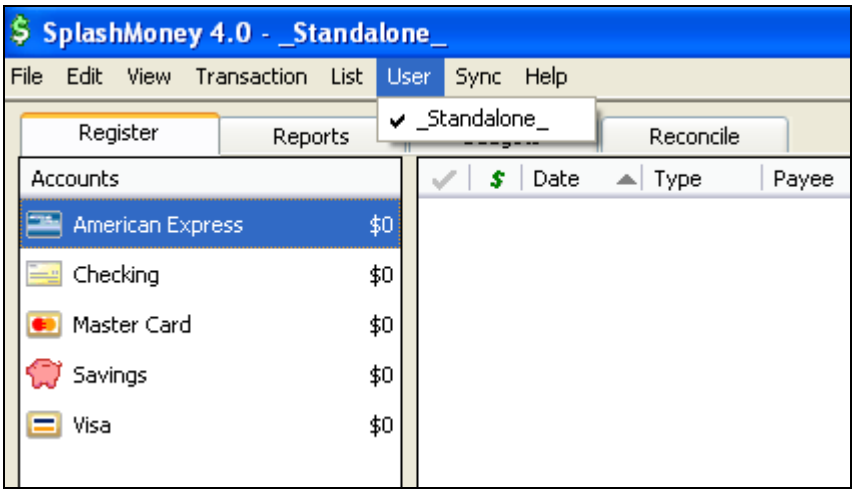
Edit Classes…	Opens the **Edit Classes** dialog, to edit the class or create a new class.
Edit Currencies…	Opens the **Edit Currencies** dialog, to edit the currency or create a new currency.
Edit Transaction Types…	Opens the **Edit Transaction Typed** dialog, to edit the transaction type or create a new transaction type.
Edit Scheduled Transactions…	Opens the **Edit Scheduled Transactions** dialog, to edit the scheduled transaction or create a new scheduled transaction.

4.3.6 User

Lists the Win Lists the Windows Mobile user names which synchronize with the Windows Desktop. Select the required user name to ensure proper synchronization with that particular Window Mobile user.

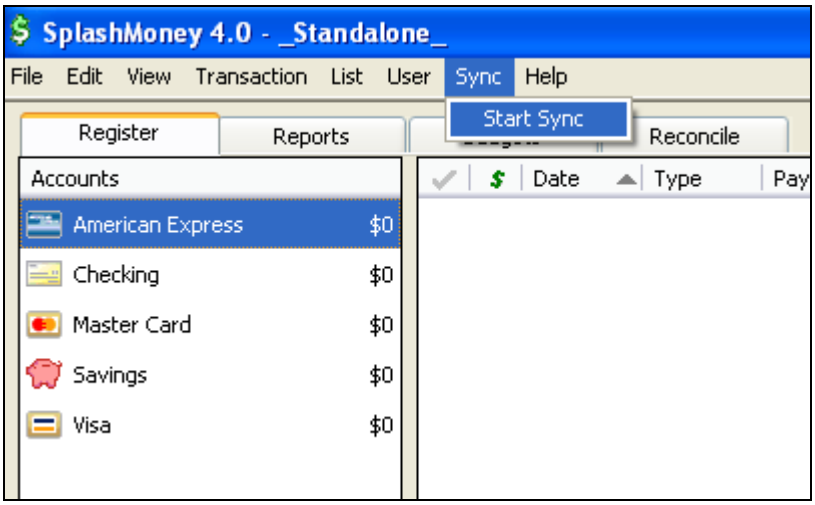
4.3.7 Sync

When SplashMoney is installed, there is a Standalone user automatically created.



In order to Sync SplashMoney on Desktop to SplashMoney on the device, a user needs to be created (with the device ID as the username)

Click on Start Sync menu item (ensure that your device is connected to the Desktop)

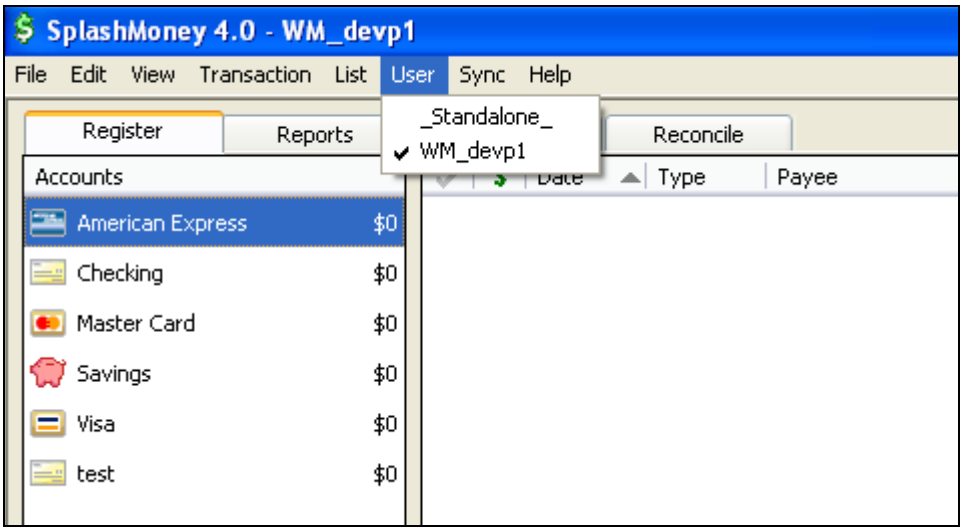


You will see SplashMoney identifies the device User ID, along with the Platform and Status

Note: At this stage if you do not see Status as Supported, it means that the device is not connect (Check Windows Mobile Active Sync / Windows Mobile Device Center status)

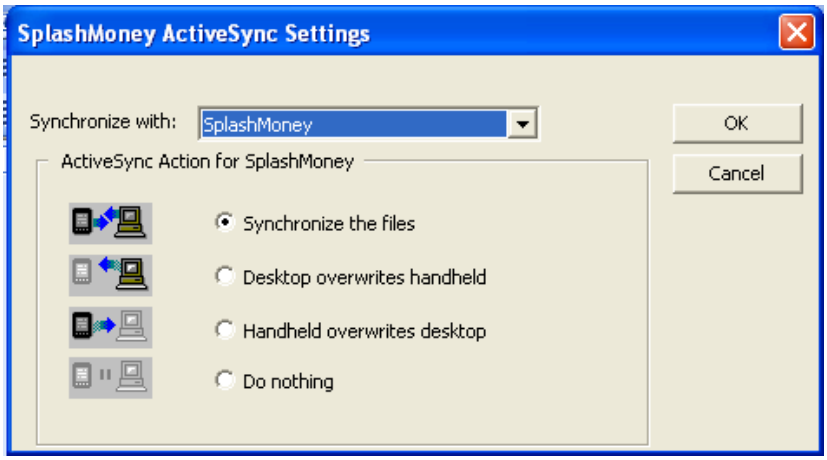
Hit Sync, you will see the Status as Completed

You will also notice that the new user is created (Device ID) and automatically selected.



From here on, all you will need to do is set the same password (if any) on device and desktop and hit the Sync button

If you would like to change the Sync Setting, hit Sync setting and choose appropriate option.



4.3.8 Help

Menu Options	Description
About SplashMoney Desktop…	Opens the **About SplashMoney Desktop…** screen, which displays the information about the application.
User Guide…	Opens the *SplashMoney User Guide. pdf* file.

4.4 Settings for synchronization (Read 4.3.7 to create new Device user)

The transactions created in SplashMoney can be,

- Automatically uploaded to Quicken 99 or later for Windows.
- Exported in QIF format for importing into Microsoft Money, Quicken 98 or earlier for Windows or Quicken for Macintosh (or) exported in CSV format for viewing with a spreadsheet, database or word processor.
- Exported in QIF format and then imported into SplashMoney from Quicken, Microsoft Money or an online bank.

☞ You must open the Windows Mobile at least once for Synchronization to happen.

4.4.1 Synchronizing Windows Mobile and Windows Desktop

To synchronize the data in the SplashMoney application on Windows Desktop and Windows Mobile,

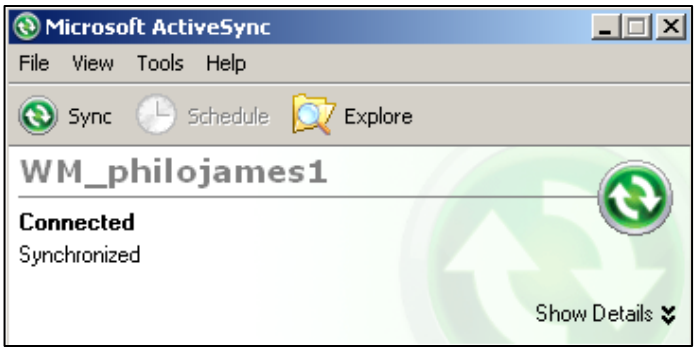


Figure 36 Microsoft ActiveSync screen

1. Connect the Windows Mobile to the PC with the USB Cable. Ensure that the **Microsoft ActiveSync** screen displays as **Connected**.
2. Open the SplashMoney application on Windows Desktop.
3. From the **Sync** menu on the SplashMoney desktop window (Refer to ***Figure 35***), click on the Start Sync option. The **SplashMoney Synchronization** screen is displayed.

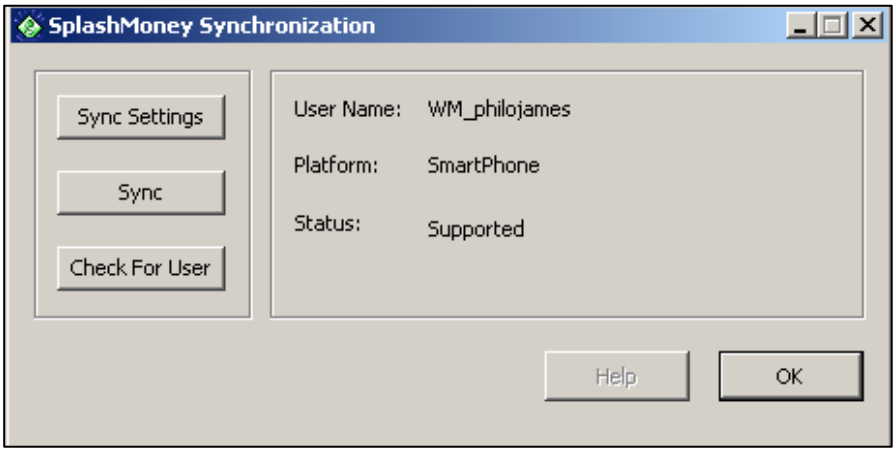


Figure 37 SplashMoney Synchronization screen

4. Click on the **Sync Settings** option. The **SplashMoney ActiveSync Settings** dialog is displayed.

☞ If the **Sync Settings** and **Sync** options are disabled, then click on the **Check For User** option. This detects the connection status, and if connected, the options are enabled.

Figure 38 Synchronization settings

Synchronize the files	Synchronizes the changes made on the handheld and desktop.
Desktop overwrites handheld	Copies all data from the Windows Desktop to the handheld. All the data in the handheld are replaced.
Handheld overwrites desktop	Copies all data from the Windows Mobile to the desktop. All the data in the desktop are replaced.
Do nothing	Does not synchronize between the handheld and the desktop.

5. Click on **OK** to enable the selected synchronization settings.
6. Click on **Sync** option in the **SplashMoney Synchronization** screen to synchronize the data between the SplashMoney application on the Windows Desktop and Windows Mobile.

4.5 Import/Export options

The Import/Export option on Windows Desktop facilitates the following:

- Importing the QIF, OFX and CSV file formats into the Windows Desktop.
- Exporting to the QIF or CSV file formats in order to transfer the data to other applications.

Description of the file formats:

File Format	Description
QIF	It is the old Quicken format. Quicken 2005 exports to this format but does not import it.
OFX	Open Financial Exchange is the standard, recently adopted by Quicken, Microsoft Money, and many US online banks. OFX is also known as QFX (Quicken).
CSV	Comma Separated Values is a widely supported text format that is opened in spreadsheets such as Excel, and text editors such as Notepad and Text Edit.

4.5.1 Exporting data from Windows Mobile to Windows Desktop

To export data from Windows Mobile to the desktop,

1. Connect the smartphone to the PC with the USB Cable. Ensure that the **Microsoft ActiveSync** screen displays as **Connected**.
2. Open the SplashMoney application on Windows Desktop.
3. From the **Sync** menu on the SplashMoney desktop window (Refer to ***Figure 35***), click on the **Start Sync** option. The **SplashMoney Synchronization** screen is displayed. (Refer to ***Figure 37***)
4. Click on the Sync Settings option. The **SplashMoney ActiveSync Settings** dialog is displayed. (Refer to ***Figure 38***).
6. Select the **3rd Party apps via Import/Export** option from the **Synchronize with** field.

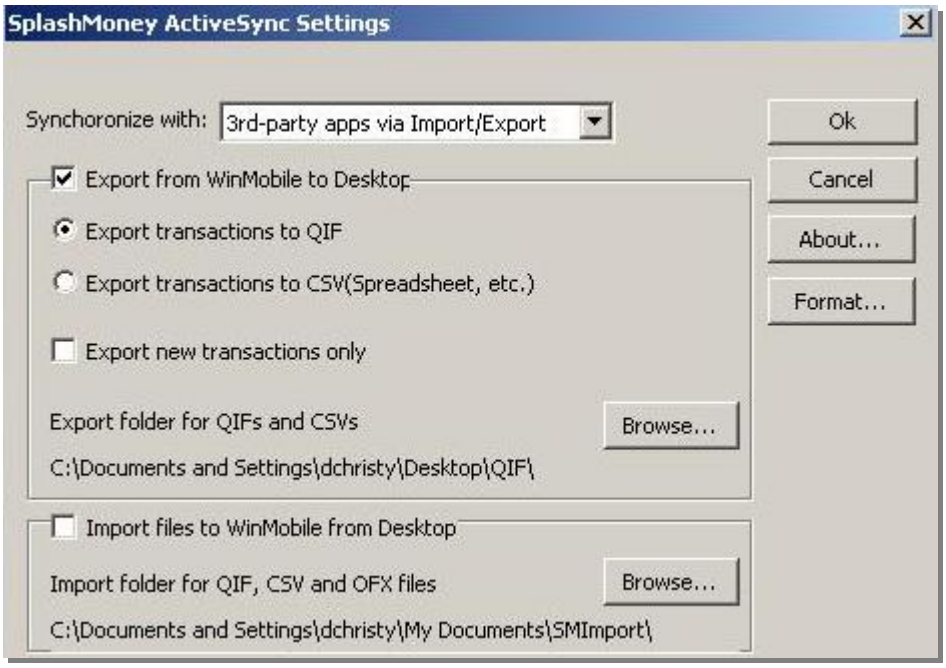


Figure 39 3rd-party apps via Import/Export settings

7. Then, select **the Export from WinMobile to Desktop** check box.
8. Select the,
    - **Export transactions to QIF** option, to export the transactions to the QIF (for Quicken or Microsoft Money) format.

    (or)

    - **Export transactions to CSV(Spreadsheet, etc.)** option, to export the transactions to the CSV format.
9. Click on **OK** to export the transactions in the required format, to the desktop. The default location like C:\Documents and Settings\dchristy\My Documents\SMExport\...,can be changed using the **Browse…** button.
10. Click on the **Format…**button to set the date and number formats the same as the desktop settings.
11. Then, click on the **Sync** option in the **SplashMoney Synchronization** screen to synchronize the data.
12. Open the SplashMoney application on the Windows Desktop (Refer to ***Figure 35***).
13. From the **File** menu, select the **Import** option.
14. Click on the required file format (QIF or CSV) from the list. From the displayed **Import File** screen, select the required file to be imported, and click on **Open**. A **Select Account** dialog is displayed. Create a new account or select an existing account, to import the data.

Figure 40 Selecting the account for importing transactions

15. Click on **OK** to import the selected file format (QIF or CSV) to the Windows Desktop.

To export only the new transactions from the Windows Mobile to the desktop,

1. Select the Export new transactions only option.
2. Follow the procedure mentioned above to export data.

4.5.2 Importing data into Windows Mobile from Windows Desktop

To import the data to the Windows Mobile from the Windows Desktop application,

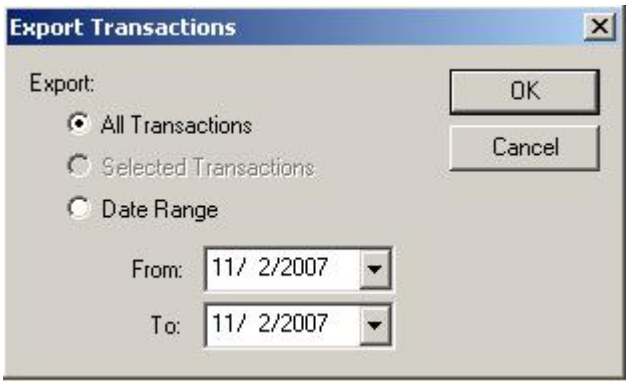


Figure 41 Export Transactions dialog

1. Open the SplashMoney application on Windows Desktop.
2. From the **File** menu, select the **Export** option and click on the required file format (QIF or CSV) from the list.
3. From the displayed **Export File** screen, save the file to be exported to the desktop of the computer.
4. The **Export Transactions** dialog is displayed. Select the required transactions settings and click on **OK**.
5. Now, connect the smartphone to the PC. Ensure that the **Microsoft ActiveSync** screen displays as **Connected**.
6. From the **Sync** menu on the SplashMoney desktop window (Refer to ***Figure 35***), click on the **Start Sync** option. The **SplashMoney Synchronization** screen is displayed. (Refer to ***Figure 37***)

7. Click on the Sync Settings option. The **SplashMoney ActiveSync Settings** dialog is displayed. (Refer to ***Figure 38***).
8. Select the **3rd Party apps via Import/Export** option from the **Synchronize with** field.
9. Select the **Import files to WinMobile from Desktop** option.
10. Click on the **Format…**button to set the date and number formats the same as the desktop settings.
11. Click on **OK** to import the transactions in the required format, to the Windows Mobile. The default location like C:\Documents and Settings\dchristy\My Documents\SMExport\...,can be changed using the **Browse…** button.
12. Click on **Sync** option in the **SplashMoney Synchronization** screen, to synchronize the data.

4.5.2.1 Importing and viewing data on Windows Mobile

When the SplashMoney application is opened on Windows Mobile, a message to import is displayed.

Figure 42 Importing pending data

To import and view the data on Windows Mobile:

1. Press **LSK (Yes)** in the message box. The **Import Accounts** dialog is displayed.
2. In the **Import Transactions from** field, select the transaction to be imported.
3. In the **Import Transactions into** field, select the account name to which the transaction is to be imported.
4. Press **LSK (Now)** to import.

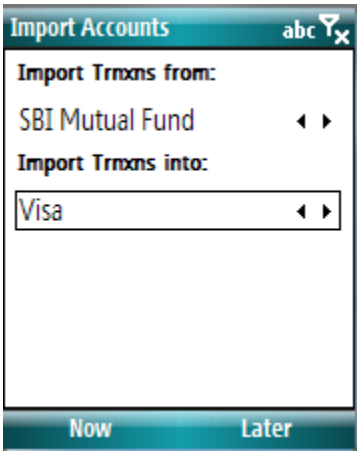


Figure 43 Import Accounts dialog

☞ To import the transactions into a new account, select **<New Account>** from the **Import Transactions into** field.

5. To import the transactions the next time the SplashMoney application is opened on the Windows Mobile, press RSK **(Later)**. Repeat the procedure to import other pending transactions.

4.5.2.2 Reviewing the imported transactions on Windows Mobile

When the account name in the **Accounts Summary** view is selected, a message to accept the review of the imported transactions is displayed.

1. Select **Yes** to display the **Review Transaction** dialog. The **Review Transaction** screen appears.
2. Select **Accept All** from the **Menu**, to accept all transactions.
3. Select **Change Match** from the **Menu** and select the transaction in the displayed **Match Transaction** screen. Press **Match**. This transaction is then entered in the **Your Entry** field in the **Review Transaction** screen.

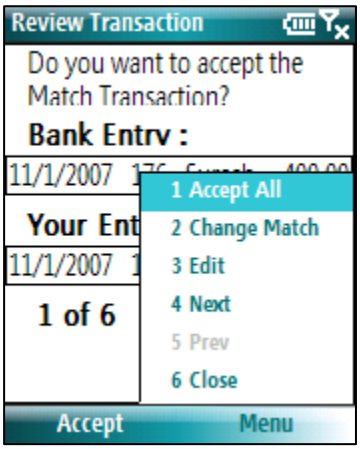


Figure 44 Review Transaction dialog

4. Select **Edit** from the **Menu** to enter the **Edit Review Transaction** dialog. Edit the transaction details to be displayed in the **Bank Entry:** field, in the **Review Transaction** screen.
5. Use the **Next** option and the **Prev** option to navigate between the next and previous transactions.
6. Press **LSK** (**Accept),** to accept the transaction.

4.5.3 Exporting transactions to Quicken, Microsoft Money or a spreadsheet

The desktop version of SplashMoney allows to record transaction when travelling and later upload the transactions to,

- Quicken through the QIF or OFX file format.
- Microsoft Money through the QIF or OFX file format.
- Spreadsheet, database or a word processor through the CSV format.

SplashMoney does not synchronize with Quicken or Microsoft Money or a spreadsheet but facilitates uploading of transactions automatically, so that the transactions created on the handheld need not be re-entered on the desktop.

1. For the synchronization to be successful, exit Quicken or Microsoft Money before performing the synchronization.

☞ The accounts in SplashMoney must have the same names as the accounts in Quicken or Microsoft Money.

2. Export the files (QIF, OFX or CSV) to the desktop from Windows Mobile using the **3rd Party apps via Import/Export** option in the **SplashMoney ActiveSync Settings** screen (Refer to section 4.5.1 Exporting data from Windows Mobile to Windows Desktop).

3. Then, import the files into Quicken, Microsoft Money or a spreadsheet.

☞ After importing the file formats into Quicken, Microsoft Money or spreadsheet, delete the files on the desktop. If the files are not deleted, then the next time when the files are imported to Quicken, Microsoft Money or spreadsheet, it creates duplicate transactions.

4.5.4 Importing transactions from Quicken or Microsoft Money or a spreadsheet

1. Exit Quicken or Microsoft Money before synchronization.
2. Then, export the files (QIF, OFX or CSV) from Quicken or Microsoft Money or a spreadsheet, to the desktop.
3. Import the files to Windows Mobile using the **3rd Party apps via Import/Export** option in the **SplashMoney ActiveSync Settings** screen. (Refer to section 4.5.2 Importing data into Windows Mobile from Windows Desktop).

Glossary

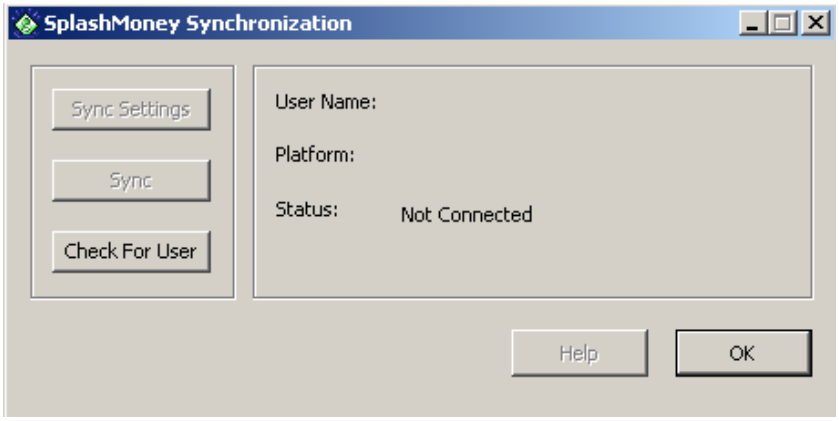
Accounts register view	All the transactions for an account are listed in the accounts register view. Select and hold on the account name to open the list of transactions.
Beginning balance	The current balance in the bank is manually entered as the beginning amount in SplashMoney, when creating an account.
Budgets	The list of all planned expenses and revenues based on the Payee, Category or Class.
Built-in transaction	The transactions that are built with the software. These transactions cannot be edited or deleted.
CSV	The common file format that is read by a spreadsheet, database or word processor. It stands for Comma Separated Values.
Currency conversion rate	Rate at which one currency is converted into another. It is also called the rate of exchange or foreign exchange. This rate is secured through major international banks.
Custom transaction	The transactions that are created in SplashMoney and which are not built-in. These transactions can be edited and deleted.
Ending balance	The balance of all transactions entered in an account register including postdated transactions.
Memo	The additional information for a transaction that is short, focuses on a single topic, reports information, makes a request, or recommends action.

Microsoft Money	The personal finance software of Microsoft for computers using the Microsoft Windows operating system
Purging	The transactions that are removed from the accounts register view. The purged amount is adjusted with the beginning balance.
Quicken	The personal financial software that manages finances and investments. It provides financial and business management solutions for the business and personal finance markets, globally. It tracks investments and manages finances, online.
Reconcile Operations	Reconciliation operation is the process of comparing the accounts balance and matching it with the various transactions, to detect any differences between the amount in the account register and its printed bank statement.
Reconcile adjust	The transaction added to the accounts register after the reconciling operation.
Reports	The consolidated income and expense over a specified period of time based on Payee, Category or Class.

Troubleshooting Guide

If the SplashMoney application on Windows Mobile and Windows Desktop are not synchronizing:

- Check the synchronization settings of the application. Open the SplashMoney application on Windows Desktop and click on **Sync** menu. Then, click on the **Start Sync** option. The **SplashMoney Synchronization** screen is displayed.



If the status is showing as *Not Connected*, then check for the connection status between the handheld and the desktop. The Windows Mobile has to be connected to the desktop for the synchronization to happen.

- When the Status is showing as connected then the **Sync Settings** option and the **Sync** option are enabled. Click on the **Sync Settings** option. The **SplashMoney ActiveSync Settings** dialog is displayed. If the **Do nothing** option is selected, then synchronization will not happen between the desktop and the handheld.

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Revision History

VERSION NUMBER	DESCRIPTION	AFFECTED SECTION(S)	EFFECTIVE DATE
1.00	SplashMoney application on Windows mobile – User Guide for the 29 November, 2007 release.	-	03/12/07
2.00	SplashMoney application on Windows mobile – User Guide for the 18th January, 2008 release.	-	18/01/08